

23 May 2023

REQUEST FOR QUOTATION

Quotation No.	: TPB-RFQ 2023-2023-05-093
Requirements	: Lease of Venue with Accommodation, Food, and Beverages
Project Title	: 11 th Regional Travel Fair (RTF) in Cebu Lot 1
Approved Budget	: One Million Three Hundred Ninety-Two Thousand Five Hundred Pesos Only (PhP1,392,500.00)

The Tourism Promotions Board, through its Bids and Awards Committee (BAC), intends to lease a venue to provide the following requirements: Lease of Venue with Accommodation, Food, and Beverage for the **11th Regional Travel Fair (RTF) in Cebu Lot 1**.

As such, **identified suppliers** are invited to **submit a quotation** duly signed by your authorized representative no later than **29 May 2023 at 05:00 P.M.**, for the item described in the Statement of Compliance vis-à-vis the attached Technical Specifications, subject to the Terms and Conditions stated herewith. **A valid and recent copy** of the following **Eligibility Requirements** is required to be submitted along with your bid as follows:

1. Statement of Compliance to the Technical Specifications (signed and dated)
2. PhilGEPS Registration Certificate/Membership
3. Business/Income Tax Return
4. Business/Mayor's Permit Certificate
5. Company Profile (for new bidder)
6. SEC/DTI Certificate of Registration
7. Notarized Revised Omnibus Sworn Statement
8. DOT Accreditation Certificate

The last day for submission of **quotation and other eligibility documents** is on **29 May 2023** not later than **05:00 P.M.**, thru e-mail at soleil_fajardo@tpb.gov.ph, for the advance copy of the bidding documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Please address your quotation to the undersigned.

Thank you very much.

A handwritten signature in black ink, appearing to read 'Arnold T. Gonzales'.**ARNOLD T. GONZALES**

Chairperson
Bids and Awards Committee

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

Terms and Conditions:

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The TPB shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
8. The TPB shall prefer to send bill arrangements for payment. In lieu of send bill arrangement, an advance payment of 50% of the total contract price may be made by the TPB upon confirmation of reservation, with the remaining balance to be paid after the event.
9. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The TPB shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The Contract Agreement/Purchase Order to be signed by the parties is subject to the 2016 Revised IRR of R.A. 9184.

Bidder: _____
Conforme: _____
Date: _____

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS FOR LEASE OF VENUE WITH ACCOMMODATION, FOOD, AND BEVERAGES

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows (*Bidders are required to take note of the * portion at the last page of this form before filling up the required columns*):

REQUIREMENT: LEASE OF VENUE WITH ACCOMMODATION, FOOD, AND BEVERAGES			
PROJECT TITLE: 11TH REGIONAL TRAVEL FAIR (RTF) IN CEBU CITY LOT 1			
APPROVED BUDGET COST (ABC): ONE MILLION THREE HUNDRED NINETY-TWO THOUSAND FIVE HUNDRED PESOS ONLY (PhP1,392,500.00)			
PROPERTY/BIDDER NAME:			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE
	COMPLIANT	NOT COMPLIANT	
I. AVAILABILITY			
Function Room and Hotel Accommodation must be available on 19-24 July 2023			
II. LOCATION AND SITE CONDITION			
Venue must be within the Business District of Cebu City and at least 5 KM away from the SM Seaside Cebu and Mactan International Airport			
Availability of parking space and passes for TPB official vehicles, delegates, VIP, and Participants			
III. NEIGHBORHOOD DATA			
Maintains the minimum health and safety protocols in the building including the common areas.			
IV. VENUE / FOOD & BEVERAGES			
Accommodation			
Type of Room: Single Room for TPB/DOT Officials Duration: 20-24 July 2023 No. of Rooms: 5			
Type of Rooms: Deluxe Rooms with 2 beds for TPB and DOT Personnel (Advance Party) Duration: 19-25 July 2023 No. of Rooms: 3			
Type of Rooms: Deluxe Rooms with 2 beds for TPB/DOT Personnel Duration: 20-25 July 2023 Number of Rooms: 10			
Type of Rooms: Deluxe Rooms with 2 beds for DOT Region, BARMM and Attached Agencies Participants Duration: 20-25 July 2023 No. of Rooms: 40			
Minimum of 40 Rooms and Maximum of 60 rooms (final rooming list will be advised five (5) days before the check-in date)			
Must have the following main amenities <ul style="list-style-type: none"> Daily housekeeping Breakfast Room service 24-hour front desk Air conditioning Luggage storage Porter/bellhop Reception hall Free Wi-Fi 			
Venue for Business-To-Business Session (B2B)			
Date: 21 July 2023 9:00 AM to 5:00 PM			
Must have 60-70 IBM tables with at least 3 chairs each			
Venue must be at least 600 to 1,000 square meters			
Capacity: 60-70 classroom set up			

With centralized air conditioning system and well-lit during the event proper			
With complimentary Wi-Fi for guests and high-speed internet for the technical requirements of the event			
With internet connection that can accommodate 150-200 users			
With complimentary use of available LCD Screen and Projector			
With signage in the event area			
Provision of physical and technical Requirements, as follows: <ul style="list-style-type: none"> • audio and visual equipment • mixing console • USB/DVD player • at least 3 Microphones (wired and wireless) • stage for the presentation (at least 12 x 20 ft. and 3 ft in height) • mobile projector screen (10.5 x 14 ft. screen) • podium with gooseneck microphone • extension cords available in each table • lounge chairs on stage • stage risers 			
Assistance during physical and technical set up, as needed			
Food and Beverages			
20 July 2023 Early Arrival No. of pax: 50 pax Heavy AM Snacks with coffee or tea			
21 July 2023 Business-to-Business Session No. of Pax: 130 pax Duration: 13:00H to 17:00H Lunch and PM Snacks (Lunch to be served at 12:00nn while PM Snacks to be served at 3:00 PM)			
Managed buffet with one round of iced tea, juice, or soda			
With flowing coffee/tea during the event			
Can accommodate dietary restrictions of guests/participants (Halal, vegetarians, diabetics, allergies, etc.)			
Dressed tables/chairs set-up			
Uniformed and well-trained banquet service			
V. OTHER REQUIREMENTS			
Must be able to extend special room rates and event packages for this specific project. All rates must be net and inclusive of VAT, service charge and applicable taxes.			
Designation of a point person who will coordinate with TPB			
Must be flexible and could adjust immediately to urgent requirements			
Other arrangements that may be mutually agreed upon by the TPB			
Can include 10% buffer in case there will be an additional cost subject for approval of TPB			
Must submit menu prior to the event for the TPB's approval			
Supplier must be willing to accept a send-bill arrangement.			
Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing.			
Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.			

***Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specification**

<p>Offered Quotation in Words:</p> <p>Offered Quotation in Figures:</p>
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Signature Over Printed Name of Bidder	Position and Company	Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]